

Recognition of Achievement and Prior Learning Procedure

Statement of purpose

Recognition of Achievement and Prior Learning (RAPL) is defined as a process that allows learners to claim exemption from the assessment of the whole of, or a defined part of a qualification or unit that is offered by ISP.

RAPL is only possible where the learner holds a qualification or unit from another awarding or professional organisation recognised by ISP that maps to an identifiable qualification, unit or credit offered by ISP.

Scope

The ISP RAPL process is available to all Providers and their learners.

Recognition of Achievement and Prior Learning Process

A Provider wanting to RAPL a learner, who is registered with the Provider, must make an application to ISP on behalf of the learner. The Provider should use the ISP RAPL form Appendix 1 and also provide all relevant supporting evidence, with the form.

Requests received directly from learners will not be considered. Learners will be appropriately re-directed to go through their Provider RAPL system

All requests for Provider must be sent directly to ISP in writing and, if successful, will be confirmed by ISP in writing.

Decision

The decision as to whether an application for RAPL is permissible will be taken by the ISP RAPL approval team for the relevant qualification. The decision will be communicated to the Provider within 30 days of the receipt of the request and a record kept.

ISP RAPL Application Form

Appendix 1

Provider Name:

Provider Number:

	Learner Name	ISP Learner Number	ISP unit/s for which RAPL is being requested	Name of recognised Awarding Organisation's qualification or unit (please attach copies of Certificates)
1				
2				
3				
4				
5				
6				
7				

Please note:

1. All RAPL applications are assessed on an individual basis and will be confirmed by ISP in writing.
2. Please refer to the 'ISP RAPL Policy' above before completing this form.
3. Please keep a copy of this form for your reference